

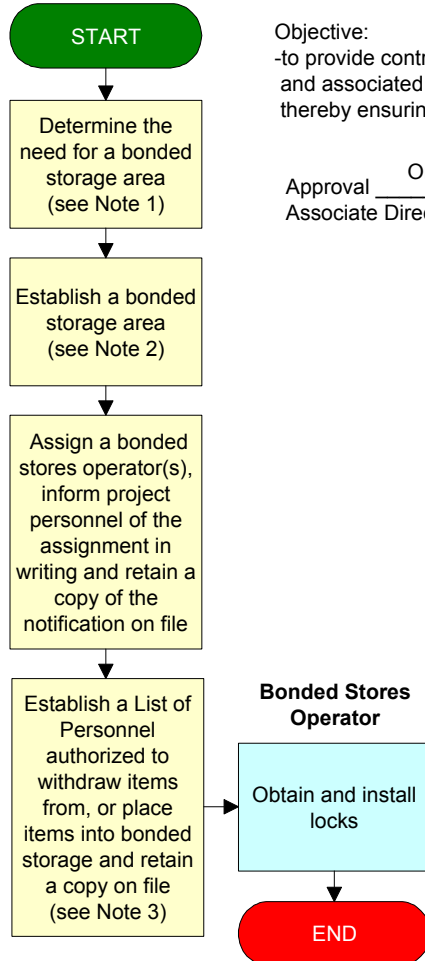
## Section 1: Storage Establishment

## BONDED STORAGE

LMS-CP-4892

Revision: C-1

### Responsible Manager



#### Objective:

-to provide control and accountability of materials, hardware, and associated equipment used to build LaRC's products, thereby ensuring safety, reliability, and functionality

Approval \_\_\_\_\_  
Original signed on file  
Associate Director for Business Management

**Section 1: Storage Establishment**

**Section 2: Storage Log In**

**Section 3: Storage Log Out**

**Section 4: Storage & Maintenance**

**Section 5: Storage Close-Out**

#### Note 1

Bonded storage areas are required for parts and materials used in assembly, and integration of space flight hardware.

#### Note 2

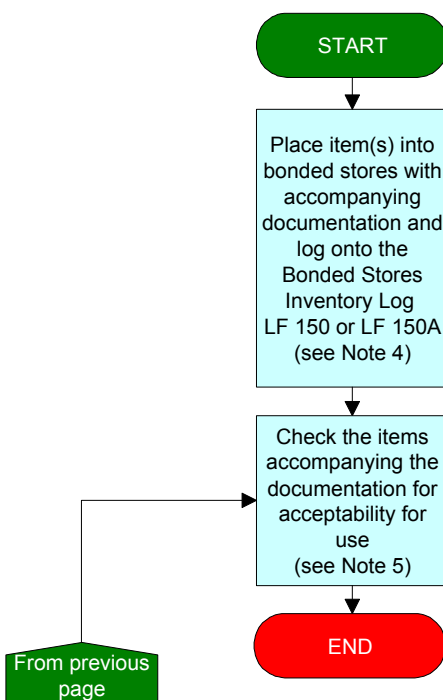
##### Bonded storage area requirements:

- Access must be controlled by keyed locks
- Hardware must be stored in a manner that will prevent damage, deterioration, or adverse interactions
- Hardware must be segregated and stored in shelves, bins, cabinets, or vaults in a manner compatible with the size, type, class, category, and special requirements
- Storage areas must provide controlled environments for hardware requiring temperature and/or humidity controls to preserve shelf life, and prevent deterioration
- Methods for monitoring temperature and humidity must be provided in environmentally controlled storage areas
- Hardware/materials identified as radioactive, flammable, toxic, or reactive must be stored in an area approved by the LaRC Safety Manager

#### Note 3

A List of designated bonded stores operators and alternates must be visibly posted in the bonded stores area. A List of personnel authorized to approve the placement of items into, or the retrieval of items from bonded storage must also be visibly posted in the bonded stores area.

## Section 2: Storage Log In



#### Note 4

Bonded stores operators are permitted to use electronic versions of the Bonded Stores Inventory Log LF 150 or LF 150A, however, all the data fields on the LF 150 must be present in the electronic version.

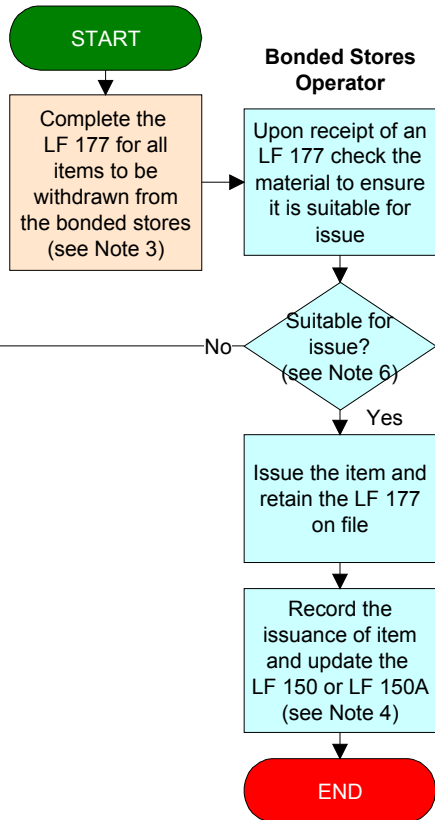
#### Note 5

It is the responsibility of the Bonded Stores Operator to ensure that all items placed in bonded stores fulfill the following criteria:

- Items are identified
- Items have been inspected and must be accompanied by an inspection report
- Item certification or verification

Should discrepancies between items and documentation be identified, the operator must initiate form LF 143. The LF 143 defines and implements the Nonconformance Failure Reporting process. Discrepant items or items with defective documentation must be segregated for disposition. Shelf life items must be reviewed as required on the LF 150 or LF 150A. When a shelf life item expires, it must be documented on an LF 143.

Authorized Requester

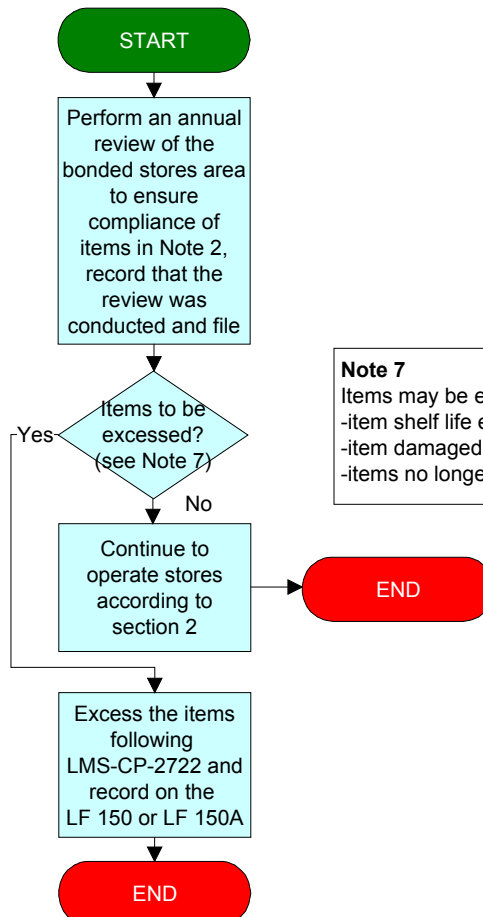


**Note 6**

It is the responsibility of the Bonded Stores Operator to verify the following prior to issuing items from bonded stores:

- Items are identified
- Items have been inspected and must be accompanied by an inspection report
- Item certification or verification
- Item shelf life not expired

**Section 4: Storage & Maintenance**



**Note 7**

Items may be excessed for the following reasons:

- item shelf life expired
- item damaged during storage
- items no longer needed by project

## Section 5: Storage Close-Out

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